

If you have problems with **ftp**, please contact the KETS Help Desk at 866-538-7435.

ftp the file off the rs6000

At your work-station, select Start

On the window that appears, Select RUN

Type **COMMAND** in the box displayed

Press enter.

On the second window that appears, type **cd temp**

Press enter

Type **ftp (ip address of rs6000)**

For example: ftp 170.123.456.789

Press enter.

From the prompt, type in your MUNIS user name

For example: pboyd

Press enter.

From the prompt, type in your MUNIS password

For example: hepnw

Press enter.

Once you are in the rs6000, type **ascii**

Press enter

Type **cd /fms/munis/spooldir**

Press enter

Type **get STATREPT (or whatever name was used)**

Press enter

Type **quit**

Press enter

Type **exit** (a second time)

Press enter.

The file is on the c:\temp\ drive. Copy it to the A: drive if sending a diskette.